

Agenda Report



Watsonville
CALIFORNIA

MEETING DATE: Tuesday, June 25, 2024

TO: City Council

FROM: PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG
ASSISTANT PUBLIC WORKS & UTILITIES DIRECTOR FONTES

SUBJECT: APPROVE CONTRACT AMENDMENT #3 WITH CSG
CONSULTANTS, INC. FOR THE ON CALL ENGINEERING PLAN
CHECK REVIEW SERVICES AND EXTENDING CONTRACT
TERM TO JUNE 30, 2025

RECOMMENDED ACTION:

Staff recommends the Council adopt a resolution approving contract amendment #3 with CSG Consultants, Inc. and extending the contract term to June 30, 2025, for on-call engineering plan check review services and updating the engineering hourly rates for 2024.

BACKGROUND:

Engineering plan check review of private development projects has been increasing over the past few years and additional reviewers are needed to maintain a timely review of projects. As a result, on September 28, 2020, the City Manager executed an agreement with CSG Consultants, Inc. for on-call engineering plan check review services in an amount not to exceed \$75,000 with an expiration date of December 31, 2023.

On January 25, 2022, the City Council adopted Resolution No. 7-22 (CM) approving contract amendment #1 and amending the contract compensation to provide an additional \$100,000 for a new contract total amount not-to-exceed \$175,000.

On December 12, 2023, the City Council adopted Resolution No. 232-23 (CM) approving contract amendment #2 extending the contract to June 30, 2024, and updating the Engineering Hourly Rates for 2024.

DISCUSSION:

The Public Works and Utilities Department's Engineering Division has a vacancy in the development review process with the departure of Principal Engineer David Caneer. The staff recruitment process may take an undetermined amount of time to identify a qualified candidate.

CSG Consultants, Inc. provides on call engineering plan check review services on an “as needed” basis and provides structural engineer reviews as City staff lacks this expertise. To prevent delays and ease the workload on City staff, the engineer plan check review services, on active and future development projects by CSG Consultants, Inc., will be needed during the recruitment process. Staff recommends the contract be amended to extend the contract term to June 30, 2025, and amend the compensation to update the engineering hourly rates for 2024.

STRATEGIC PLAN:

This amendment is consistent with the Strategic Plan Goals:

2-Infrastructure & Environment

3-Housing

FINANCIAL IMPACT:

There is no financial impact associated with this amendment.

ALTERNATIVE ACTION:

Not approving the amendment would place an additional burden on City staff and slow down development review efforts.

ATTACHMENTS AND/OR REFERENCES (If any):

None.